

*** NOTICE OF FEES ***

CITY OF BLOOMINGTON Department of Housing & Neighborhood Development

Each rental unit and premises within the City shall be inspected and reinspected by the Housing and Neighborhood Development Division prior to the expiration of its occupancy permit to establish compliance with the Housing Code. Occupancy permits shall be issued for three, four or five year periods as follows:

Three-year Permit. A three-year occupancy permit shall be issued if the owner fails to schedule a cycle inspection prior to the expiration of the unit's occupancy permit. A three-year occupancy permit shall be issued for each rental unit upon which a cycle inspection or a complete off-cycle inspection is performed, and the owner and/or agent fails to have the unit reinspected and found in compliance with the inspection report (excluding exterior non-life/safety violations), within sixty (60) days after such report is mailed to the owner and/or agent. The rental permit fee must be paid in full within thirty (30) days after such statements are mailed to the owner and/or agent, or the permit will automatically be a Three-year permit. Three-year permits will be issued for all properties that have life/safety variance(s) that have been granted by the Board of Housing Quality Appeals.

Four-year Permit. A four-year occupancy permit shall be issued for each rental unit upon which a cycle inspection or a complete off-cycle inspection is performed and the following criteria are met: 1) All violations cited (excluding exterior non-life/safety violations), are satisfactorily corrected and the unit reinspected within sixty (60) days after such reports is mailed to the owner and/or agent. 2) The rental permit fee is paid in full within thirty (30) days after such statements are mailed to the owner and/or agent. 3) A four-year occupancy permit may be issued when the previous occupancy permit was issued for three-years.

Five-year Permit. A five-year occupancy permit may be issued for each rental unit when a cycle inspection or complete off-cycle inspection is performed and the following criteria are met: 1) All violations cited (excluding exterior non-life safety violations) are satisfactorily corrected, and the unit reinspected within sixty (60) days after such report is mailed to the owners' and/or agent. 2) The unit is new construction. 3) The previous occupancy permit was issued for four (4) years. 4) The rental permit fee is paid in full within thirty (30) days after such statements are mailed to the owners' and/or agent.

Off-Cycle Inspections. Off-cycle inspections may be done at the discretion of the Neighborhood Development Manager, upon the written, signed request of any resident of the City, any governmental agency, or the rental unit's tenant, the tenant's legal representative, the owner, or the owner's agent. An off-cycle inspection will be confined to the defects complained of, if any, by the person requesting the inspection unless the Neighborhood Development Manager determines that the condition of the rental unit or premises has deteriorated since the last cycle inspection to such an extent that a complete inspection is required to effectuate the purposes of the Housing Code, in which case a complete new inspection of the entire rental unit and premises may be performed. If a complete off-cycle inspection is performed, a new occupancy permit will be issued upon compliance. All cycle inspections and complete off-cycle inspections will be charged an inspection fee according to the Fee Schedule.

Complaints and limited off-cycle inspections will not be charged an inspection fee.

Fines shall be assessed in addition to the inspection fee for any rental properties operating without a valid Rental Occupancy Permit. First reinspections, and reinspections necessary to obtain information for appeals to the Board of Housing Quality Appeals shall not be charged an inspection fee. The fee for each subsequent reinspection that requires entry to the rental unit after the first reinspection shall be Fifty dollars (\$50.00) per rental unit.

The failure of a property owner, agent, or appointed representative to meet the inspector at a confirmed scheduled appointment resulting in the inspector being unable to complete the inspection, shall be charged a No-Show fee of Thirty-five dollars (\$35.00) per unit. Inspectors shall remain at the property until fifteen (15) minutes past the appointed time. All fees shall be paid by the owner or his agent prior to the issuance of an occupancy permit. All fees are to be paid within thirty (30) days of assessment/billing statement, or any long-term occupancy permit will revert to a three-year permit, and this matter will be referred to the City Legal Department. You may then be subject to court costs in addition to the unpaid fees.

Check or money order shall be made payable to: "City of Bloomington" or "HAND" and mailed to: Housing and Neighborhood Development Division, P.O. Box 100, Bloomington, Indiana 47402.

The Fee Schedule for rental inspections shall be as follows:

For a single-unit dwelling, a flat fee of Sixty-two dollars (\$62.00).

For all other unit/building configurations, a fee of Forty dollars (\$40.00) per building plus a fee of Twelve dollars (\$12.00) per unit in the building.

For a Rooming House, a flat fee of Fifty dollars (\$50.00) per building plus a fee of Twelve dollars (\$12.00) per bathroom/toilet facilities.

If you have any questions, please contact the Housing and Neighborhood Development Division at (812) 349-3420.

